

North Branch Area Chamber's 28th Annual  
**Fall Harvest Festival**  
**Art, Craft & Commercial Fair**

Central Park, North Branch, MN ~ Six blocks east of I-35 on Hwy 95  
**Saturday, September 29, 2018 9 am - 4 pm**

**IMPORTANT-PLEASE READ:**

- MN Operator Certificate of Compliance (ST-19) is REQUIRED - No Exceptions
- \$25 Deposit is REQUIRED We reserve the right to limit the number of booth spaces or type of products
- We do not guarantee exclusive selling rights
- Booth location is assigned in order of the date registration is received.
- Bring your own table, chairs and canopy
- Cancellation policy: fee will be returned if request is received before August 15, 2018
- No refunds after September 1st
- Confirmation letter with map will be mailed by September 17, 2018
- No-shows may be removed from vendor list

Applicant Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Type of business/items sold \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime/ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**Deposit Required/ NO Exceptions.** Deposit will be returned AFTER 4pm on 9/23/18 at the Chamber tent. Early breakdown disrupts the show for guests & fellow vendors and you will forfeit your deposit!

	Quantity	Price	Total
_____	1	\$25.00	25.00
<b>12' (W) x 12' (D) Booth</b> Received before August 15, 2018	_____	\$75.00	_____
<b>12' (W) x 12' (D) Booth</b> Received After August 15, 2018	_____	\$90.00	_____
<b>Electricity</b> Limited availability. Bring a long heavy-duty extension cord.	_____	\$25.00	_____
<b>Discounts:</b> North Branch Area Chamber Members or Local Non-Profit 501 c(3)	_____	-\$20.00	_____
<b>TOTAL</b>	_____	_____	_____

Make checks payable to: North Branch Area Chamber  
 Mail Reservations to: North Branch Area Chamber of Commerce, 6063 Main St., Ste B, North Branch, MN 55056

**Fall Harvest Festival Silent Auction**

**Yes, I would like to participate, please contact me**

Fall Harvest participating vendors wishing to have an item(s) in the Chamber's Silent Auction will have additional marketing of their name with booth number under the Chamber's tent in Central Park. Funds raised at this Silent Auction are used by the Chamber to improve tourism, community engagement and grow business locally.

For Office Use Only	
Date	
ST 19	
Payment Amount/ Method	
Booth #	
Electric	

The applicant renting a booth space in Central Park does agree to compensate the City of North Branch (the "City") for all damages, equipment or other property owned by the City and to assume and hold the City, its elected and appointed officials and employees ("Indemnified Parties") harmless from and against all liability for any personal injury, including injury or death caused or suffered by participants in the scheduled event or other third parties as a result of such event and the costs and reasonable attorney's fees incurred by the City in defending any claims asserted against an Indemnified Party which are the responsibility of the applicant hereunder. The Applicant will be responsible for reimbursement to the City of all the cost to repair all damage to the meeting room or surrounding property and all costs incurred by the City in enforcing the provisions here of including such amounts as are in excess of deposit. The Applicant is responsible for insurance on their equipment and supplies.

# Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.	

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.	
	<input type="checkbox"/> I am selling only nontaxable items.	
	<input type="checkbox"/> I am not making any sales at the event.	
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is	
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:	
_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).		
_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).		
_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.		

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

**PENALTY** — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

# Information for Sellers and Event Operators

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Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

## Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

## Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.